

THE LIMESTONE COUNTY COMMISSION HAS AN OPENING FOR:

EMA DIRECTOR

**Alabama Career Center
2535 Sparkman Dr. NW
Huntsville, AL
Phone: (256) 851-0537**

Or

**Limestone County Commission
310 W. Washington St.
Athens, AL
Phone: 256-233-6400**

MONDAY THROUGH FRIDAY, 8:00 A.M. UNTIL 4:30 P.M.

**SEE ATTACHED JOB DESCRIPTION FOR TYPICAL DUTIES AND
RESPONSIBILITIES.**

SALARY \$29.96 PER HOUR

**APPLICATION WILL BE ACCEPTED THROUGH MONDAY
AUGUST 9, 2021.**

AN EQUAL OPPORTUNITY EMPLOYER (M/F/V/D)

Limestone County

JOB DESCRIPTION

Job Title: **EMA Director**

Department: Emergency Management Agency

FLSA: Nonexempt

Grade: XIII

Job Description Prepared: February 2013

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: County Commission Chairman

Subordinate Staff: Emergency Management Officers

Other Internal Contacts: All County Departments

External Contacts: General Public; County and City Law Enforcement Agencies; Emergency Medical Services; Athens-Limestone Hospital; Other Emergency Management Agencies; Alabama Emergency Management Agency (AEMA); Alabama Department of Homeland Security (ADHS); Federal Emergency Management Agency (FEMA); Tennessee Valley Authority (TVA); Volunteers; Media; City and Volunteer Fire Departments

Job Summary

Under the administrative supervision of the County Commission Chairman, the employee is responsible for the overall emergency management program. The employee provides leadership in the areas of administration, mitigation, planning, emergency operations, training and exercises, and public information. Employee also supervises EMA employees.

Job Domains

A. Administration and Supervision

1. Establishes priorities, policies, and procedures.
2. Keeps the Limestone County Commission abreast of EMA activities.
3. Determines budget needs and submits annual budget requests to AEMA, Limestone County Commission, and ADHS; submits grant requests to ADHS.
4. Determines budget needs for Radiological Emergency Preparedness (REP) program; ensures submission of TVA budget to AEMA.
5. Ensures submission of quarterly performance task reports for the REP program.
6. Ensures the preparation and submission of monthly invoice reimbursement claims to AEMA.
7. Ensures the preparation and submission of quarterly EMPG and REP reports.
8. Ensures maintenance of equipment inventory records and property receipts for all equipment purchased by the EMA.
9. Ensures compliance with applicable County, state, and federal laws.
10. Attends EMA, TVA, Homeland Security and various other types of meetings.
11. Pursues various types of grants to purchase equipment, supplies, etc. for the purpose of improving the emergency management program.
12. Approves and signs leave slips and time cards.
13. Ensures employees receive and attend appropriate training; keeps records of completion of training courses.
14. Makes recommendations to the County Commission for the hiring of new employees.
15. Conducts performance evaluations of employees; recommends pay adjustments as needed.
16. Gives assignments to EMA employees.
17. Prepares correspondence, reports, documents, forms, and plans on computer.

B. Mitigation

1. Coordinates with local agencies to determine mitigation project needs for the County.
2. Coordinates with local, state, and federal agencies on state and federal requirements for mitigation projects and on mitigation grants.
3. Ensures completion and submission of applications for mitigation grant funds.

4. Ensures and provides oversight for the completion of mitigation projects.
5. Identifies hazards and threats which could potential affect Limestone County.
6. Conducts a vulnerability assessment using varying times, seasons, locations, and community factors, in order to determine the County's vulnerability to identified hazards.
7. Determines the consequences and effects of all potential hazards and threats.
8. Prepares a Threat and Hazard Identification and Risk Assessment (THIRA) that captures information collected during the hazard identification and vulnerability assessment.
9. Assesses damages following disasters and makes recommendations to reduce vulnerability.
10. Conducts inspections of businesses and industries to determine safe areas for employees to take shelter from severe weather.
11. Conducts inspections of schools to determine safe areas for staff and students to take shelter from severe weather.

C. Planning

1. Ensures the Athens-Limestone County Emergency Operations Plan is maintained and revised in accordance with federal standards.
2. Ensures that a multitude of existing emergency plans are maintained and revised to include the Administrative Plan, Continuity Plan, Exercise Plan, Hazard Mitigation Plan, and various others.
3. Ensures the development of plans mandated by city, County, state, of federal government.
4. Coordinates with County, state, and federal public health personnel on planning for pandemic.
5. Identifies Limestone County Critical Facilities and Infrastructure.
6. Identifies points of distribution sites in Limestone County for the Strategic National Stockpile; submits to AEMA.
7. Identifies points of distribution sites in Limestone County for the receipt and distribution of food, water, and other supplies to disaster victims; submits to AEMA.
8. Identifies staging areas in Limestone County; submits to AEMA.
9. Ensures maintenance of mass care shelter program in Limestone County.
10. Ensures the readiness of the emergency operations center.
11. Seeks methods of improving the emergency management program.
12. Coordinates with County and city departments to illicit input and compliance on plans and procedures; assists in developing departmental recovery plans and procedures.

13. Coordinates with volunteers and Volunteer Organizations Active in Disasters (VOAD) to develop response and recovery plans and procedures.
14. Meets with school officials to discuss and review school emergency plans and procedures; makes recommendations for changes or improvements.
15. Develops and maintains mutual aid agreements with private sector and other counties.
16. Maintains membership in the North Alabama Mutual Assistance Agreement and the Alabama Mutual Aid System.
17. Ensures the use of target capabilities, as identified by the Department of Homeland Security, during the planning process.
18. Ensures all first responders are badged appropriately.
19. Ensure schools and special facilities located within the ten-mile emergency planning zone of Browns Ferry Nuclear are identified and included in the REP plan.
20. Coordinates with Council on Aging in identifying any individuals with special needs living within the ten-mile emergency planning zone of Browns Ferry Nuclear Plant.
21. Ensures sufficient equipment and supplies are available to ensure operational readiness for a radiological accident or hostile action event at the Browns Ferry Nuclear Plant.

D. Emergency Operations

1. Responds to incidents requiring EOC activation and/or on-scene coordination and support.
2. Evaluates, monitors, and analyzes potential emergencies to take proper action.
3. Receives calls from the public and provides appropriate safety instructions during emergency situations.
4. Ensures proper activation of emergency notification systems to include sirens and tone alert radios.
5. Ensures activation of first responders and emergency personnel during emergencies; coordinates emergency responders in the EOC and in the field.
6. Ensures activation of EMITS computer link with AEMA and ensures data entry throughout the incident.
7. Provides direction and control in EOC operations.
8. Directs EOC call center staff in receiving, recording, and organizing damage reports from citizens.
9. Directs EOC dispatchers in receiving and transmitting information to and from responders in the field.
10. Coordinates resources during emergencies and disasters.

11. Requests mutual aid from outside sources including other counties and AEMA.
12. Coordinates damage assessment teams following a disaster.
13. Ensures damage assessment estimates are completed and submitted to AEMA following a disaster.
14. Requests a local or state disaster declaration.
15. Advises public officials and department heads of appropriate actions to take during response and recovery phases of disaster.
16. Coordinates with local, state and federal agencies to ensure the necessary logistical sites, posts, and areas are set up.
17. Activates and coordinates VOAD during the response and recovery phases of disaster.
18. Provides updated information on social media applications during emergency situations.

E. Public Information

1. Provides information to the general public and media on potential threats to the area.
2. Provides information and directives to the general public during and following a disaster through various media outlets.
3. Speaks to various civic groups, school students, and other organization on the emergency management program and emergency preparedness.
4. Coordinates public information efforts with other local, state, and federal agencies.
5. Distributes pamphlets, booklets, and other material to the general public.
6. Produces promotional material for emergency preparedness events and activities.

F. Training and Exercises

1. Ensures training is provided to public officials, emergency response agencies, and volunteers in response to various hazards and the National Incident Management System.
2. Ensures monthly testing on all outdoor warning sirens and tone alert radios is completed.
3. Ensures operational checks on radiological equipment is performed bi-annually.
4. Attends all training necessary to advance education in emergency management and homeland security.
5. Plans and coordinates various types of exercises to test emergency response procedures and first responders.

6. Ensures submission of exercise objectives and other documentation to AEMA for Browns Ferry Nuclear Plant exercises.
7. Ensures all exercises are in compliance with the Homeland Security Exercise and Evaluation Methodology, the National Incident Management System, AEMA, FEMA, and the US Department of Homeland Security's exercise requirements.
8. Performs other duties as required.

Knowledge, Skills and Abilities

(* Can be acquired on the job)

1. *Knowledge of County rules, regulations, and policies.
2. Considerable knowledge of methods, techniques, and practices of emergency management, with emphasis on planning, operations, logistics, preparedness, population protection, and communications.
3. Knowledge of computer software to include general office software.
4. Knowledge of basic bookkeeping principles.
5. Math skills to perform mathematical operations efficiently.
6. Problem solving skills to effectively handle crisis situations.
7. Ability to prepare clear and concise oral and written communications, including correspondence, plans, and procedures.
8. Ability to effectively communicate in person, over the telephone, and on various communication devices.
9. Ability to effectively deal with different people and environments.
10. Ability to develop and interpret charts and maps.
11. Ability to supervise the work of others for the effective operation of the department.
12. Ability to conduct training classes.
13. Ability to supervise the work of others.
14. Ability to communicate effectively in person, over the telephone, and on various communication devices.
15. Ability to work independently and without close supervision.
16. Ability to work long hours and remain alert helpful during emergency operations.
17. Ability to organize files, plans, and important documents.

Minimum Qualifications

1. Possession of a bachelor's degree in emergency management or related field from an accredited college or university; or any combination of education and experience that provides the individual

with the requisite knowledge, skills, and abilities needed to perform the above job duties.

2. At least five years' experience in emergency management, first response, or related field.
3. Ability to travel to attend required training courses, meetings, and conferences.
4. Ability to work non-standard hours and remain on-call 24/7.
5. Possession of a current and valid Alabama driver's license.

Work Environment

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress which require a range of safety and other precautions, e.g. working at great heights under extreme weather conditions, subject to physical attack or mob conditions, or similar situations where conditions cannot be controlled.

Physical Demands

The work require some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching or similar activities; recurring lifting moderately heavy items such as record boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.